## BUS 230: Business and Economics Research and Communication Qualtrics Step-by-Step Sending a Survey Reminder Email

- 1. Login to Qualtrics and click on the Distribute Survey tab.
- 2. Click on the Email History button, just below the tabs.
- 3. Here you should see a history of emails you sent in Qualtrics.

My Sur	veys Create Survey Edit Survey	Distribute Survey View Re	sults Polls Librar	y Panels Rep	orting								
(h) Survey	Link Email Survey	Social Media	Vebsite Feedback	Survey Director	Preview Survey								
Nordc	o Super Survey 🝷						<ul> <li>Survey was activated</li> </ul>	on: Apr 12 2013 12		Close Surve	ey 🛛	Responses	118
				iii Need respon	dents? Use Qualtrics Pa	anels. <u>Click here</u> to get a qu	ote.						
Nord Email	dco Super Survey History Perintent			Sut	hiert			Date	Emails	Emails Sent	Surveys	Surveys	Actions
0	Nordco	Survey on Industry Trade Shows			ojcu.			15 Apr 2013 10:33 AM	Failed 0	2341	Started 148	Finished 100	•
					Showing 1 - 1 of								
1 () 1 () 1 () 1 ()	The mailing is scheduled to be sent. The emails are currently being sent. The mailing is out for delivery. There was an error.												

4. If you have more than one survey, you should make sure you are looking at the emails corresponding to the survey you want to send an email reminder for. In the upper-left corner, it says the same of the active survey. If you want to change this to a different survey, click on the survey name, and a dropdown box will come down with a list of your other surveys. In the image below, "Nordco Super Survey" is the active survey.

My Surveys	Create Survey	Edit Survey	Distribute Sur	vey v
Survey Link	Email Survey	C Email History	Social Media	In-Page
Nordco Su	iper Survey	•		
Search exi	sting surveys			
📊 Fall 2011		+		
Spring 2012	1	•		
📊 Fall 2012		•		
Nordco		•		

- 5. Locate the recent email that you sent to your potential survey participants. Click on the survey to view the message.
- 6. A pop-up window will display the contents of your earlier message. Select the text of your message, and copy it by pressing keys, Control C.

Message         Send Date:       April 15, 2013 @ 10:33 AM         Survey Link Type:       Individual Link Show Link Options         From Name:       James Murray         Reply-To Email:       jmurray@uwlax.edu         Subject:       Survey on Industry Trade Shows         Message:       Nordco survey         Pear S(muFirsName) 5(mu/LinsName):       We are students in a Bisaness Research Methods class at the University of Wisconsin - La Crosse that have teamed up with Nordco to investigate what makes effective interactions with potential customers at national trade shows. We request trades tradesce. and you argue students in the exclusion of a bisiness attrades up with nore completing the survey. you areasit in the exclusion of the site site way this customers.         If was have any questions about the survey of this research project, you may contact Ms. Dara Michaels, Mateking Manager at Nordco (turvey of the research project, you may contact Ms. Dara Michaels, Mateking Manager at Nordco (turvey of the research project, you may contact Ms. Dara Michaels, Mateking Manager at Nordco (turvesty) of the research project, you may contact Ms. Dara Michaels, Mateking Manager at Nordco Survey.         If was the any questions about the survey of this research project, you may contact Ms. Dara Michaels, Mateking Manager at Nordco Survey.         If was the any questions that are nost valued by the reality value and appreciate your feedback!         Policy with Single to the survey.         If was the any question at the survey.         If wasthering Manager at Nordco Survey.      <	The mailing is complete	Actions	÷
Send Date:       April 15, 2013 @ 10:33 AM         Survey Link Type:       Individual Link Show Link Options         Form Name:       James Murray         Reply-To Email:       imuray@uwlax.edu         Subject:       Survey on Industry Trade Shows         Message:       Nordco survey         Dest S(m/Frishkame) S(m/Lashkame):       New an stadents in a Business. Research Methods class at the University of Wiscordin - La Crosse that have reational trade shows. We request you participation in a short survey. You response at whethods class at the University of Wiscordin - La Crosse that have reational trade shows. We request you participation in a short survey, you assist line the ducation of business at and only aggregate statistics with potential customes at an and you may discordin- use participation in a short survey, you may contact Mc. Dans Murhades, Marketing Manager at Nordco (simichabes 6front Cocom): or D, James Murray (murray@uwlax.edu).         Br survey takes only 1-2 minutes to complete. We really value and appreciate your freedback! Follow the link to the Survey. States only 1-2 minutes to complete. We really value and appreciate your freedback! States only 1-2 minutes to complete. We really value and appreciate your freedback!	Message		
Survey Link Type:     Individual Link     Show Link Options       From Name:     James Murray       Reply-To Email:     imurray@uwlax.edu       Subject:     Survey on Industry Trade Shows       Message:     Nordco survey       Pear S(muFrishtame) \$(multi asthame) \$(multi asthame)       We are students in a Business Research Methods class at the University of Wisconsin - La Crosse that have reational trade shows. We request your participation in a short survey. Your response will remain completing thread on the survey is completing thread on the survey is completing thread on the university of Wisconsin - La Crosse that have and participation at any time. By completing thes survey, you assist in the exclusion of tarins shows that are nost valued by its customers.       If you have any questions about the survey or this research project, you may contact Ms. Dara Michaels, Masketing Manager at Nordco (com), or D, Jama Murray (murray@uwlax.edu), Assistant Profesor, To Conomics at the University of Wisconsin - La Crosse.       The survey takes only 1-2, minutes to complete. We really value and appreciate your feedback! Policy (university of the survey.exel) (sconsin - La Crosse.	Send Date:	April 15, 2013 @ 10:33 AM	İ
From Name:       James Murray:         Reply-To Emil:       jmurray@uwlax.edu         Subject:       Survey on Industry Tade Shows         Message:       Nordco survey         Dest f(m/FristName) f(m/LasName):       Net on provide the state of the survey to complete of provide states of the survey to assist for done on planting events and only aggregate statistics will be survey, you assist here and under the reported. The survey is completely option of the survey is completely option of the survey of t	Survey Link Type:	Individual Link Show Link Options	
Reply-To Email:       imuray@uwlax.edu         Subject:       Survey on Industry Trade Shows         Message:       Nordco survey         Dear \$(m.)FirstMame) \$(m.il.astMame):       Pear \$(m.)FirstMame) \$(m.il.astMame):         We are students in a Business: Research Methods class at the University of Wisconsin - La Crosse that have reational trade brows. We request your participation in a short survey: Your responses that makes effective interactions with potential customers at national trade brows. We request statistics will be reported. The survey is completely optional and you may discontinue participation at any time. By completing this survey, you assist in the education of business students at the University of Wisconsin - La Crosse that have ready using statistics will be survey is completely optional and you may discontinue participation at any time. By completing this survey, you assist the education of business students at the University of Wisconsin - La Crosse that have ready discontinue participation at any time. By completing this survey is completely optional and you may discontinue between students of the University of Wisconsin - La Crosse.         If you have any questions shout the survey or this research project, you may contact Ms. Dana Michaels, Masketing Manager at Nordco (michaels@Hordtoc.com); or D. James Murray (mutary@LuviAx.edu), Assistant Professor of University of Wisconsin - La Crosse.         The survey takes only 1-2 minutes to complete. We really value and appreciate your feedback! glabow the link to the Survey; glabow results are survey; glabow results are survey; glabow research are survey; scales are survey; glabow results are survey; glabow research are survey; glabow results are survey; glabow results are survey; glabow results are survey; glabow result	From Name:	James Murray	
Subject:         Survey on Industry Trade Shows           Message:         Nordco survey           Pear \${mx}Fracture         Pear \${mx}Fracture           We are students in a Business Research Methods class at the University of Wisconsin - La Crosse that have teamed your have to investigate what makes effective interactors with potential customers at national trade shows. We request your participation in a shot survey. Your responses where you insy discontinue participation is a shot survey. Your responses where were statents with expendent in a shot survey. Your responses where you insy discontinue participation is any sime. By completing the survey is completing updoted and you may decident trade shows that are most valued by its customers.           If you have any questions about the survey or this research project, you may contact Ms. Dana Michaels, Marketing Manuager at Nordco (indichaels@Prodico.com) or D, James Marray (imurray@Luviax.edu). Assistant Profesor of conomics at the University of Wiscomin - La Crosse.           The survey takes only 1-2 minutes to complete. We really value and appreciate your feedback!           Poleow the lank to the Survey?	Reply-To Email:	jmurray@uwlax.edu	
Message:         Nordco survey           Pear \$(m://Fishkame) \$(m://Lashkame):           We are students in a Business. Research Methods class at the University of Wisconsin - La Crosse that have instruction to satisfies what hadro difficulties internations with petertial clashmans at the protect. The survey is completely optional and you may discontinue participation in a short survey. Your responses will remain completely conditionities, and only aggregate statistics with petertials classes. We require statistics with exponents in the education of business students at the University of Wisconsin - LB Crosses and you assist Nordco in planning events at rational trade shows that are most valued by its customers.           If you have any questions about the survey or this research project, you any contact Me. Danse Michaels, Marketing Marager at Nordco (inchaels@nordco.com), or Dr. James Mirray (imurnay@uwlax.edu), Assistant Profesor of Conomics at the University of Wisconsin - La Crosse.           The survey takes only 1-2 minutes to complete. We really value and appricitate your feedback!           Follow the link to the Survey;           Statistic will be the Survey;	Subject:	Survey on Industry Trade Shows	
Dear \$(m:iFirstName) \$(m:i/LasName): We are students in a Business Research Methods class at the University of Wisconsin - La Crosse that have teamed up with Nords to investigate what makes effective interactions with potential customers at national trade shows. We request your participation in a short survey. Your responses will remain completely confidential, and only aggregate statistics will be reported. The survey is completely optional and you may discontinue participation at any time. By completing this survey, you assist in the education of business students at the University of Wisconsein - La Crosse. Any You assist Nordso in planning events at national trade shows that are most valued by its customers. If you have any questions about the survey or this research project, you may contact Ms. Dana Michaels, Marketing Manager at Nordso (michaels@nordso.com); or Dr. James Murray (murray@uviax.edu), Assistant Professor of Economics at the University of Wisconsin - La Crosse. The survey takes only 1-2 minutes to complete. We really value and appreciate your feedback! Follow the link to the Survey; \$(JUSUNVe)LinkOrd Table are Survey)	Message:	Nordco survey	
		Dear \$(m.)FirstName} \$(m./LastName): We are students in a Business Research Methods class at the University of Wisconsin - La Crosse that have teamed up with Nordco to investigate what makes effective interactions with potential customers at national trade shows. We request your participation in a short survey. Your responses will remain completely conditionatia, and only aggregate statiatics will be reported. The survey is completely optional and you may discontinue participation at any time. By completing this survey, you assist in the education of toxinos students at the University of Wisconsin - La Crosse, and you assist in order on planning events at national trade shows that are most valued by its customes. If you have any questions about the survey of this research project, you may contact Ms. Dana Michaels, Maskitating Manager at Nordco (dimichaels@Prodoc.com) or Dr. James Murray(@runtax.edu), Assistant Protessor of Economics at the University of Wisconsin - La Crosse. The survey takes only 1-2 minutes to complete. We really value and appreciate your feedback! Pollow the link to the Survey: Pollow the link to the Survey: PluSurvey(Intruct-Take the Survey):	

7. Click on the Actions button on the top-right corner of the message. A drop-down box will appear. Click on Send Reminder or Thank You.

The mailing is complete		Actions 👻
Message		Send Reminder or Thank You
Send Date:	April 15, 2013 @ 10:33 AM	Delete Distribution
Survey Link Type:	Individual Link Show Link Options	
From Name:	James Murray	
Reply-To Email:	jmurray@uwlax.edu	
Subject:	Survey on Industry Trade Shows	
Message:	Nordco survey	
	Dear \$(m://FirstName) \$(m:/LastName): We are students in a Business Research Methods class at the Univert earned up with Nords to Investigate what makes effective interaction national trade shows. We request your participation in a short survey, completely conflictentia, and only aggregate statistics will be reported, and you may discontinue participation at any time. By completing this business students at the University of Wiscomsin - La Crosse, and you at national trade shows that are most valued by its customers. If you have any questions about the survey or this research project, yr Marketing Manager al Nords of (michaels glonado com); or Dr. Jame Assistant Professor of Economics at the University of Wiscomsin - La The survey takes only 1.2 minutes to complete. We really value and reliave this link to the Survey):	atly of Wisconsin - La Crosse that have the outprotection of the second second second Your responses will remain the survey is completely optional survey, you assist in the education of u assist Nordco in planning events ou may contact Ms. Dana Michaels, Murray (murray/guwlax.edu), Crosse, appreciate your feedback!
		X Close

8. A new email message will appear. At the top of the message, click on the radio button that says Send Reminder. This will restrict the recipients of your message to only those people who have not yet completed your survey. If instead you want to send a message only to people who have already completed the survey (perhaps to say "thank you"), click on the radio button that says, Send Thank You.

Type of email to send:       ● Send Thank You         Reminders will only be sent to those who have not yet taken the survey         When:         Send Thank You         Renginder         Send In Ihour ▼         Message:         From Name:         James Murray         Reply-To Email:         Imurray@uvdax.edu         Subject:       Survey on Industry Trade Shows         Or copy and pasts the URL below into your intermet browser:         Styl/SurveyURL}       Survey()         Or copy and pasts the URL below into your intermet browser:         Styl/Sprubult.Br/ds-Cab here to unsubscobe)       Survey Cab Advector Survey	Send Reminder / Thank You Message	
Send in 1 hour         Message:         From Name:         James Murray         Reply-To Email:         Subject:       Survey on Industry Trade Shows         Subject:       Survey on Industry Trade Shows         Subject:       Survey on Industry Trade Shows         Image: Survey on Industry Trade Shows       Survey         Subject:       Survey         Subject:       Survey         Survey       Survey         Survey       Survey         Survey       Survey         SynOpubuteRVG=Date the URL below into your Intermet browser:         SynOpubuteRVG=Date here the unsubscobe)	Type of email to send: Send Reminder Send Thank You Reminders will only be sent to those who have not yet taken the survey When:	
From Name:       James Murray         Reply-To Email:       jmurray@uwlax.edu         Subject:       Survey on Industry Trade Shows         Subject:       Survey on Industry Trade Shows         Some Soved Message*       Sove Au.         Image: Soved Message*       Sove Au.         Image: Soved Message*       Sove Au.         Soved Soved Message*       Sove Au.         Image: Soved Message*       Sove Au.         Image: Soved Message*       Soved Message*         Styling: Soved Message*       Soved Message*	Message:	
Image: Source of a sour	From Name: James Murray Reply-To Email: jmurray@uvlax.edu Subject Survey on Industry Trade Shows	
Follow this link to the Survey: S(I/SurveyLink/d=Take the Survey) Or copy and paste the URL below into your internet browser: S(I/SurveyURL) Follow the ink to opt out of future emails S(I/OptOutLink/d=Clast here to unsubscribe)	Cond         Save         <	
	Follow this link to the Survey: \$(I/SurveyLink?d=Take the Survey} Or copy and paste the URL below into your internet browser: \$(I/SurveyURL) Follow the link to got and future emails: \$\$(I/OptOut aid?d=Clack here to unsubscrite})	

- 9. From here you may type your message. Simply paste the message that you previously copied, by pressing keys, Control V.
- 10. Click on Update in the bottom-left corner of the message.
- 11. You will be prompted to save your message. Click on Save.



12. Give your message a name, and click Save.

Save As	
Library:	My Library: James Murray 👻
Name:	Reminder Message
	X Cancel Save

13. You message will be scheduled for delivery. Click on Close in the lower-left corner of your original message.